Development Review (DR)

Approximate Time to process application:

3-4 months after the application is deemed complete

Application Submittal

-Submit complete application package (including applications, project plans, mailing labels, and application fee) Submit applications at the Planning counter



Application Review

- Applicant will receive a letter within 30 days from submittal stating that the application is complete/incomplete
- -Environmental review / CEQA **

Project planner will arrange a visit to the project site



Applicant will receive a letter with scheduled dates

-Including DR staff meeting and community meeting

Applicant
needs to post a
sign on the
project site 10
days prior to
Community
___Meeting____



DR Staff Meeting

-The purpose of the meeting is for the applicant to receive comments back from other departments

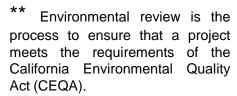
The applicant or a representative is required to attend the meeting



Public Notice

-Notices will typically be mailed out 10 days prior to the community meeting

People within a 1,000 foot radius will be notified



Community Meeting

-The purpose of the meeting is to allow an open discussion with the public on any questions or concerns about the project The applicant or a representative is required to attend the meeting



If no one responds within the 15 day appeal period, the decision is final and construction plans can be turned in for plan check if approved

Final Decision

-The Director will decide to approve (with conditions) or deny the project If the decision is appealed within 15 days, the project will be heard at a Planning Board public hearing





- Accessory Structure Permit
- Administrative Use Permit
- Hillside Development Permit
- Minor Fence Exception
- Second Dwelling Unit

<u>Approximate Time to process</u> application:

3-4 months after the application is deemed complete

*NOTE: The Accessory Structure Permit will take approximately 2-3 months to process

Application Submittal

 Submit complete application package (including applications, project plans, mailing labels, and application fee) Submit applications at the Planning counter



Application Review

- -Applicant will receive a letter within 30 days from submittal stating that the application is complete/incomplete
- Environmental review / CEQA *

Project planner will arrange a visit to the project site



Public Notice

-Notices will typically be mailed out 10 days prior to decision date

Radius of notices varies based on the type of application



** Environmental review is the process to ensure that a project meets the requirements of the California Environmental Quality Act (CEQA).

If no one responds within the 15 day appeal period, the decision is final and construction plans can be turned in for plan check if approved

Final Decision

-The Director will decide to approve (with conditions) or deny the project

> If the decision is appealed within 15 days, the project will be heard at a Planning Board public hearing

